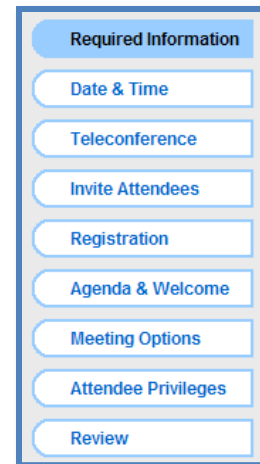




Establishing Delegates to schedule Secure WebEx session on your behalf is simple to do. By updating the Host User Profile, users can be granted authorization to schedule meeting for other host users with ease.

### Schedule or set up your meeting

1. Log onto your Secure WebEx Host Account
2. Select **Schedule a Meeting** under Host a Meeting .
  - Use **Advanced Scheduler** to enter detailed information  
OR
  - Select **Quick Scheduler** to start a meeting immediately
3. Specify the **meeting topic**.
4. Set and confirm the **meeting password**
5. Set meeting **date, time, and duration**.
  - Specify recurrence of the meeting
6. Set **teleconference** option
7. Invite **attendees**
  - Add from the address book or type in email addresses.
8. Specify **meeting details**
  - Registration, meeting options, attendee privileges



### Start your meeting

1. Log onto your Secure WebEx Host Account
2. Select **My WebEx** on the top menu
3. Locate your meeting in the **My Meeting** tab
4. Click **Start** in the **Status** column
5. Your Secure WebEx meeting is now LIVE



### Share a presentation, document or desktop

1. Select **Present a Document** option in the Quick Start window
  - Make annotations, use a pointer to emphasize text or graphics, save it to a file, and print it.
  - Change attendees privileges during the session to allow them to annotate, save, print, and take control of the meeting
2. Change the sharing option to **Share Application**
3. Use floating icon tray to keep track of the meeting logistics. Select **Share Your Desktop**
  - Give all attendees complete view of your desktop including any applications, windows, file directories that are currently open.

